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14 November 1956

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report #46
8 November through 14 November 19561. SIGNIFICANT ITEMS - None.2. OTHER ACTIVITIESa. Clerical Training

(1) During the week of 5 November there were 67 people in Clerical Induction Training and 30 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 5 November were as follows: Of 9 people tested in shorthand, 1 qualified; of 17 people tested in typewriting, 7 qualified.

(3) The results of the Clerical Skills Qualification Tests administered by Clerical Refresher Training on 6 November were as follows: Of 3 people tested in shorthand, none qualified; of 3 people tested in typewriting, 1 qualified.

(4) Mrs. [redacted], Chief, Clerical Refresher Training, attended the Virginia Business Education Association in Richmond, Virginia, on 2 November.

(5) The English Usage class given at the request of FDD/00 at [redacted] Building concluded on 9 November. Twenty-two employees completed the course. The comments of the individual members of the class indicated that they appreciated the instruction and derived a great deal of benefit from it. Many expressed a desire to have the class extended because they felt that the period of instruction was too short for their needs.

(6) A series of meetings has been begun with representatives from A & E, Personnel, and Clerical Training to discuss possible changes in the Agency qualification requirements in shorthand and typewriting as well as in the pattern of testing.

(7) Mrs. [redacted] visited FBI Training Officers on 9 November, commencing a study of training in the techniques of dictating.

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25 YEAR RE-REVIEW

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b. Intelligence Training

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Mr. [] has completed the draft of a new course entitled "The Use of Maps in Intelligence" designed for intelligence analysts. On the basis of an informal survey of several areas of the DD/I, DD/P, and DD/S which he has just completed, there appears to be considerable interest in training of this nature. The plan proposes 27 hours of instruction, class exercises, and problems, in meetings three mornings each week for three weeks. The course would be available to personnel of all grades and components but would have primary sponsorship by at least one customer organization.

c. Intelligence Orientation

(1) The Introduction to Intelligence Phase of Intelligence Orientation #3 ended on Friday, 9 November. Student comments on the content of the course were quite favorable.

(2) The Intelligence Products Exhibit held on Thursday, 8 November, was attended by thirty-six visitors from other IAC agencies. Attendance of outside visitors was sharply cut at the last moment, partly because of the crises in world affairs.

(3) On 13 November Mr. [] spoke to the Counter Intelligence Corps School at Fort Holabird, Maryland. His topic was "CIA Organization."

d. Reading Improvement

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[] attended a meeting of area reading training officers at Fort McNair on Thursday, 8 November. Mr. Laurence Dowell, Director of the Army Education Center, explained the reading training methods used for National War College and Industrial College students.

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e. OTR Orientation Officer

(1) A Dependents' Briefing was held for eight people on Tuesday and Wednesday afternoons, 6 and 7 November.

(2) On Thursday, 8 November, the CIA Review was held for 38 people.

(3) On Thursday, 8 November, at the request of WE, a one and one-half hour Special Orientation was conducted for the Chief of the [] organization and functions of CIA other than the DD/P. The latter was to be covered later by []

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(4) A lecture dealing with the contributions of various CIA components to the solution of world problems was given by Mr. [] to the Office of Security Clerical Conference on 8 November.

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(5) On Tuesday, 13 November, the auditorium (117 Central) was used by the DCI to present the Distinguished Service Medal to []

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f. Administrative Training

Nothing to report.

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g. Management Training

(1) [] has scheduled three follow-up meetings of two hours each this week. Five Basic Supervision courses which met originally last spring are being combined in these meetings and will discuss current developments in Career Service in the Agency. This will include an introduction to the new Career Preference Outline and the regulation that accompanies it. In addition, there will be some discussion of the students' efforts to apply what they learned from the course to their office situations.

(2) Basic Management #29 (GS 13-15) is now in its second week. Twenty students, the course maximum, are attending.

h. Instructor Training

Instructional Techniques course #23 began Tuesday, 13 November, and will continue through 19 November. Eight students are enrolled; 2 are from PP, 3 are from Commo, 2 are from TSS, and 1 is from FI.

i. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

3. PERSONNEL NOTES

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a. Mr. [] left 13 November for Operations Familiarization at []. He will be away through 21 December.

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b. Mr. [] completed his tour of jury duty on 14 November. After a period of leave to attend to urgent family matters, he will return to duty on 26 November in time to take part in the next presentation of Intelligence Techniques.

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c. Mrs. [REDACTED], secretary in Intelligence Orientation, entered the hospital on 11 November. She expects to remain there until 14 November, and to return to work on 3 December.

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d. On Saturday, 10 November, Mr. [REDACTED] attended a farewell banquet at [REDACTED] that he briefed in October.

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[REDACTED]
Acting Chief, Intelligence School

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